

Roles and Responsibilities between Children looked After SW and the Independent Futures, PA

Young person's name:

Date of meeting:

Present:

N.B. the meeting is to be held within one month of PA allocation and before the young person's 16th birthday. This checklist is to be used as a record of the meeting and extra sheets can be added if required.

Action/ Role	Social Worker	Personal Advisor	Details/ Date
Introductory visit	SW arranges/ attends	Attends	Set date....
Visits	Minimum statutory CLA visits to be done every 28 or 42 days and in placement. Other contact outside of this	Home visit to be done at a minimum of once every 3 months in placement. Other contacts/visits to be set out in details	
Recording visits	CLA visit Note if seen alone Note if bedroom seen	'Leaving care contact (home)' or leaving care contact	
CLA reviews	SW arranges, writes report and attends	PA attends all reviews from 16 years.	Next review date....
Recording	All to be put on ICS. SW to note if a stat. visit and tick if seen. Copy in YPA	All visits/contacts to be put on ICS Copy in SW	
PEP's – Year 11	Arrange and attend all PEP's until the end of Yr. 11	Attend PEP's through Yr 11	Next PEP date....
PEP's - Year 12	Attend PEP Yr 12 and on - optional	To arrange and attend PEP's from Yr 12 on	
Pathway Plan	To co ordinate and prepare the PP	To contribute and write sections of the PP. Specify – see 2.10 of document	e.g PA-semi/independent accommodation; post 18 move on; education/training post school; independence skills
'My Pathway Plan'		PA to do with the young person	

Leaving care checklist	SW to do	PA to do	Go through who does what at the meeting
Supervision	Supervision to be recorded on ICS	Supervision to be recorded on ICS	
Joint supervision	2 times per year min. and between CLA reviews. SW and DTM to be present DTM to record on ICS under 'supervision case management' – 'review decisions update'	YPA and DTM to attend the 4 way supervision	Set date.....
Arranging care placements- foster or residential	SW refers/arranges	YPA inputs into assessment tasks	
Semi supported housing	SW inputs into the assessment	YPA refers/arranges	
Independent Housing		YPA arranges. YPA registers on the housing register @ 16+ 3 months	
16+ panel	SW prepares case CLA manager presents	PA assists with the SW	
Setting up home allowance		PA arranges and co ordinates with carer/support worker	
National Insurance No	SW applies – if applicable		
18+ placements		PA to arrange and agreement for 'staying put'	
Benefits claim		PA arranges	
Health assessments	SW arranges stat. health assessments	PA assists	
Health appointments and GP registration when in semi/indep.		PA co ordinates and liaises with provider	